

**ROCKY FLATS PLANT  
EMD ADMINISTRATION  
PROCEDURES MANUAL**

**CATEGORY 1**

**Manual No.: 3-21000-ADM**  
**Procedure No.: Table of Contents, Rev 7**  
**Page: 1 of 5**  
**Effective Date: 12/08/92**  
**Organization: Environmental Management**

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FOR  
ENVIRONMENTAL MANAGEMENT DEPARTMENT  
ADMINISTRATIVE PROCEDURES MANUAL**

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01.01	ER Organization		
02.01	Training	0	06/19/92
02.02	Personnel Qualifications	0	08/15/91
02.03	Qualification of Audit Personnel		
03.03	Risk Assessment		
03.04	Control of QAA Development	0	09/23/91
04.01	Procurement Document Control	0	04/08/92
05.01	Procedure Development	0	08/02/91
05.02	Development and Control of ARARs		
05.03	RFI/RI Work Plan Development	0	08/15/91
05.04	QAA Development		
05.05	Document Review	0	08/02/91
05.06	QAPM/PCC Procedure Review		
05.07	Preparation of Procedure Change Notices	1	09/23/91
DCN 92.01	Revision to DCN Expiration Date	1	09/08/92
05.08	Forms Control	0	09/23/91

**ADMIN RECORD**

**DOCUMENT CLASSIFICATION REVIEW WAIVER  
PER R.B. HOFFMAN, CLASSIFICATION OFFICE  
JUNE 11, 1991**

A-SW-000506

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05.11	Preparation of Instructions	0	04/08/92
06.01	Document Control	0	08/02/91
07.01	Control of Purchased Items and Services		
08.01	Control and Identification of Items, Samples, and Data	0	04/08/92
10.01	Inspections	0	04/08/92
DCN 92.01	Revision to Inspection Reporting Format	0	12/08/92
12.01	Control of Measuring and Test Equipment	0	04/08/92
13.01	Handling, Shipping and Storage		
15.01	Control of Nonconforming Items and Activities	1	10/12/92
16.01	Corrective Action	0	04/08/92
17.01	Quality Assurance Records Management	0	02/28/92
18.01	Audits		
18.02	Surveillance Activities	1	04/08/92
18.03	Readiness Review	0	08/02/91
20.01	Invoice Management		
AQD.01	Response Plan for Denver Metro Air Pollution Episodes		
AQD.02	Monthly Environmental Monitoring Report		
AQD.04	Radiation Dose Assessment to the Public from Routine Operations		

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AQD.05	General Emergency Response		
AQD.06	EIS/ODIS Report		
AQD.08	Preparation of EPA Form R	1	10/10/91
SWD.01	Monthly Discharge Monitoring Reports for NPDES		
SWD.02	Implementation of the Control and Disposition of Incidental Waters		
SWD.20	Monitoring Audits		
NEPA.01	NEPA M&I Design Review		
NEPA.02	NEPA Compliance Committee		
NEPA.03	Completing a Checklist		
NEPA.04	ADM Development		
NEPA.05	ADM Review		
NEPA.06	Preparing Recommendations to DOE, RFO		
NEPA.07	Drafting Categorical Exclusions for DOE, RFO		
NEPA.08	Environmental Assessment Process		
NEPA.09	Preparation of an Environmental Assessment		
NEPA.10	Preparation of a Mitigation Plan		
NEPA.11	NEPA Records Maintenance		

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RPD.01	Work Plan/Sampling Plan - When EPA Approval not Required		
RPD.02	Work Plan/Sampling Plan - When EPA Approval Required		
RPD.03	Documents to be Submitted to the Administrative Record		
RPD.04	How to Prepare Statements of Work		
RPD.05	Preparing, Processing and Classification of Documents to be Distributed to Outside Agencies		
RPD.06	Preparation of Closure Plans		
RPD.07	Preparation of Technical Evaluations		
RPD.08	How to Establish ARARs		
RPD.10	How to Prepare and Process Milestones		
RPD.11	Tracking Costs and Schedules		
RPD.12	Processing Procurement Documents		
RPD.13	Uniform Requirements for Submission of Plans and Documents by Contractors		
RPD.14	Coordination of Activities with Field Project Management (FPM) and Field Engineering (FE)		
RPD.15	Checklist for the Startup of New Projects		
RPD.16	Standardized Contractor Cost Reporting		
RPD.17	QA Guidelines for Treatability Studies		

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RPD.18	QA Guidelines for Health and Safety Treatability Studies		
RPD.19	Cost Guidelines for Submission of Cost Evaluations and Technical Evaluation		
RPD.20	Checklist for Preparing Project Management Plans		

**ENVIRONMENTAL MANAGEMENT  
DOCUMENT CHANGE NOTICE (DCN)**

This is a  
**CONTROLLED DOCUMENT**

EG&G ROCKY FLATS PLANT  
ENVIRONMENTAL MANAGEMENT

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*Procedure Number 129.01 REV. 0 #28*  
*This is a RED Stamp*  
*SPRD 12.9.92*

<b>Title</b> INSPECTIONS	<b>Date</b> <del>10/26/92-1/2</del> 11-18-92	<b>DCN Number</b> 92.01 <i>SPRD</i>
<b>Expires</b> <u>11-18-93</u>		
<b>Procedure Revision Required</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Scope Limitation:</b> none		

Item Number	Page	Step or Paragraph	Changes (Use DCN CONTINUATION SHEET for additional space)
1	7 of 7		Replace existing Attachment 1 with new "Attachment 1".

**Justification (Reason for change - Provide numbers to reference corresponding items above.)**  
 Item 1 - A new report format is necessary to accomodate more information.

Concurrence	Organization	Req.	Date	Concurrence	Organization	Req.	Date
<i>[Signature]</i>	OAPM	X		<i>[Signature]</i>	User		

<b>Approval of Responsible manager</b> <i>[Signature]</i>	<b>Date</b> 12-7-92	<b>Is Posting required?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>If Yes, by what date</b>	<b>Date posted</b>
--------------------------------------------------------------	------------------------	-----------------------------------------------------------------------------------------	-----------------------------	--------------------

**EM Inspection Report (EMIR)**

EMIR No.: \_\_\_\_\_  
Page 1 of \_\_\_\_\_

Project Name: \_\_\_\_\_

Location: \_\_\_\_\_

Activity Description: \_\_\_\_\_

Personnel Contacted (include company and title)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

No.        References (include Revision/Date)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DEVIATIONS**

[Use Continuation Sheet(s), if Necessary]

DEV #	REF #	ISSUE	DISPOSITION

Originated By: \_\_\_\_\_

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Inspection Date \_\_\_\_\_



**ENVIRONMENTAL MANAGEMENT  
DEPARTMENT**

# EM Inspection Report (EMIR) Continuation Sheet

EMIR No.: \_\_\_\_\_  
Page \_\_\_\_\_ of \_\_\_\_\_

[illegible]

**Originated By:**

Print Name \_\_\_\_\_

**Signature**

**Inspection Date**

856F0002.00

**Dist:** Original - Records Center; Copies - Project Manager, RPD QC, EMAD QC, EM OAPM